

JUS.T.I.S. Governance Council Meeting Minutes
July 25, 2013 Minutes

Start of Meeting: 09:30 a.m.

Departments Present: District Attorney; Police; Public Defender; Superior Court; Department on Status of Women; City Administrator's Office, Mayor's Office
Absent: Adult Probation; Sheriff; Juvenile Probation; Emergency Management; Department of Technology

Minutes from Prior Meeting – Minutes from meeting held on June 27, 2013 were approved.

From Executive Sponsor's Update:

The Council was updated on the status of filling the eighth staffing position on the Project team. It is the remaining vacant staff position in our budget. The selection process is underway.

Our annual Memorandum of Understanding with the Department of Technology (DT) related to support and services is with DT for signature. Departments currently running in the JUSTIS environment will be asked to sign the recently reviewed MOU's related to configuration management and change control requirements.

A lengthy discussion was held on the project schedule and the need to provide more current updates. Meetings will be held with the JUSTIS team and the departments to analyze the progress of each project and then to provide realistic updates to the schedule.

From the Technical Steering Committee's Update:

The TSC hosted a follow up meeting in July with the Sheriff and their Jail Management vendor to address the Sheriff's requests for new services and to review the status of any remaining contract deliverables. Another meeting is scheduled to occur in August.

The JUSTIS team continued work on activities related to hub connections for the District Attorney and the Public Defender.

There were also discussions with various departments related to notification alert procedures.

From Case Management System Updates:

Hub Activity/Server Project:

The team continued working with the Public Defender and the District Attorney on their connections to JUSTIS.

Staff also started to work with Adult Probation on data requirements related to their case management system's connection to JUSTIS.

Staff attended and participated in meetings with departments pertaining to notification alert procedures that will be implemented into JUSTIS when a person being booked is identified as being a parolee or someone released on probation.

The Commvault equipment (our backup solution) was installed at 200 Paul Street. The next step is for our staff to work with the Commvault engineers who will be configuring the automated backups and the Oracle/SQL integration.

Our failover equipment at the 1011 Turk Street site has been racked and stacked. Our power needs have also been identified, and we have scheduled that work with the Department of Public Works.

Data Portal for Status of Women:

Minouche Kandell, the new Women's Policy Director is scheduled to meet with JUSTIS staff after this meeting to get more information on the existing reports developed for the Department.

District Attorney:

The District Attorney is working with the JUSTIS staff identifying and defining the data fields that will be needed for their connection to the JUSTIS hub.

The Department was recently provided a purchase order to address the activities needed for their vendor to connect their Case Management System to JUSTIS and to implement and activate a series of new modules in their case management suite related to Discovery, Investigations, and Juvenile.

The Department is also working on a method to distribute subpoenas electronically.

Police:

The Police Department provided an overview of the current configuration of their IT division and the associated managers of the areas within that division, all of whom report to their CIO, Susan Giffin.

- Mir Amanath Ali Director of Technology Services (includes Help Desk, Desk Top support)
- Gary Price Director of Architecture & Operations (including network support)
- Leo Solomon Director of Project Management Office
- Rodrigo Castillo Director of Applications and Business Intelligence

Public Defender:

The Department is now connected to JUSTIS and has successfully received data. Some adjustments to the data need to be made and the historic data needs to be migrated again into the case management system once the adjustments are completed.

The work related to sending data out of the case management system has also been started and is anticipated to be operational around Labor Day.

Superior Court:

The Court is analyzing their existing data and identifying new data elements that need to be added to their system.

The Courts are also determining how to deal with the latest phase of California Assembly Bill 109 that went into effect on July 1.

New Business:

The Police raised their concern over a recent announcement from the Department of Technology (DT) related to ending their relationship with Computer Associates (CA) products. A project to convert CA's report writing product to another product is targeted to be completed by the end of the calendar year. The Department was looking for support in requesting a delay in the project deadline. Limited resources and the impact on departmental priority projects were mentioned as reasons to delay the project. Further discussions with DT were scheduled.

End of Meeting: 10:50 a.m.